

Tender Notice

Date of Invitation: 29.10.2024

Date of Closure: 11:00 AM, 06.11.2024

The Institute of Cost Accountants of India is a statutory body set up under an Act of Parliament. The Institute imparts education and conducts qualifying examinations for Cost & Management Accountants and regulates & develops the Cost and Management Accounting Profession.

The Institute of Cost Accountants invites quotations from manufacturers/Suppliers/Traders for supplying required articles. The place of Delivery is Delhi.

In case you are interested you may send your quote for the supplying the desired quantities of articles as mentioned in the tender. You can share your quote via email- lpcdelhi.convenor@icmai.in only.

Quantitative Details

Sr. No	Particular	Design	Quantity (In No.s)
1	Jute Bag	Printing with Institute's emblem (Double Color)	500
2	Metal Key Chain	with Institute's emblem fitted (on Both Side)	500
3	Mouse Pad	Printing with Institute's emblem (Double Color)	500
4	Coffee Mug	Printing with Institute's emblem (Double Color)	500
5	Ball Pen	Printing with Institute's Name & emblem	2000

Terms and Conditions

1. The Bidder should be a company registered in India (Attach a copy of Certificate).
2. **The L1 for different articles shall be determined separately. The bid can be placed for individual item as well.**
3. The place of delivery will be Delhi.
4. Purchase order will be communicated to you by email.
5. Taxes shall be paid as applicable and quoted by the vendor.
6. The quoted rates of offer should be valid for a period of 30 days.
7. The committee reserves the right to reject any/ all quotations without assigning any reason there for.
8. The delivery charges (if any) should be included in the price quoted. No extra charges would be payable for delivery.
9. Conditional / Incomplete bids would be rejected.
10. The items are to be delivered within 10 days of placing the Purchase order otherwise the firm shall be liable to a penalty of 1% of the total order value per day.

11. If any item found to be different from the specifications provided or of poor quality/substandard the same shall be immediately replaced by the supplier at no additional cost.
12. For any clarification regarding Item specification, please call at Mr. Rahul Arya, Mobile no. 9650071023.
13. **Kindly note that Institute reserves the right to accept the financial bid for all the items or individually lowest price for any item. The Institute reserves the right to accept either in full or in part of any tender.**
14. Item specifications are as follows:

TECHNICAL SPECIFICATIONS

(1) Jute Bag



- | | |
|---------------------|---|
| i) Item Weight | 200 gm |
| ii) Item Dimensions | LxWxH 10.5 x 5.57 x 12.5 inches |
| iii) Dye Printing | Double Color on both side (Institute's Name & emblem) |
| iv) Other | Jute Bags for Multi-Purpose ,Eco-Friendly and Reusable,
Handle with Comfortable Grip |

(2) Metal Key Chain



- | | |
|---------------------|-------------------------------|
| i) Item Weight | 25 gm |
| ii) Item Dimensions | LxWxH 8 x 3 x 0.5 Centimeters |

iii)	Included Components	Ring
iv)	Generic Name	Key Chain
v)	Shape	Rectangular
vi)	Sublimation Printing	Double Color (Institute's Name & emblem) both sid

(3) Mouse Pad



i)	Product Dimensions	24 x 20 x 20 cm;
ii)	Item Weight	289 g
iii)	Color	Light Blue
iv)	Material	Rubber
v)	Shape	Square
vi)	Sublimation Printing	Double Color (Institute's Name & emblem)

(4) Coffee Mug



Specifications:

Material: Ceramic

Capacity: 325 ML

Printing with Institute's Name & emblem (Double Color)

(5) Ball Pen

Printing with Institute's Name & emblem (Double Color)



Part A: Details of the Company:

S.No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment	
3.	PAN No	
4.	TAN/ TIN No	
5.	GST No.	
6.	Complete Address (with Phone, Mobile, Email)	
7.	Turnover of last three consecutive years (attach proof)	
8.	Whether supplied stationery items to Govt. Departments/Ministries/PSU/Autonomous bodies during last three years ending Mar, 2024. (attach proof, if any)	
9.	Bank Account Details	

Declaration:-

I,.....,hereby certify that "I am not debarred by Department of Commerce or any Ministry/Department concerned."

Date:

Name and Signature of Bidder / printer with Corporate Seal

ANNEXURE B

Part B: Financial Bid

Sr. No	Particulars	Qty. (No.s)	Unit Price (Rs.)	Taxes	Total
				(Rs.)	(Rs.)
1	Jute Bag	500			
2	Metal Key Chain	500			
3	Mouse Pad	500			
4	Coffee Mug	500			
5	Ball Pen	2000			

Signature:

Name of the Authorized Signatory:

Name of the Company/Firm:

Contact No.:

Seal of the Company/Firm:

Note:

*The above quantity may be increase/ decrease as per requirement.

Date:

Name and Signature of Bidder / printer with Corporate Seal